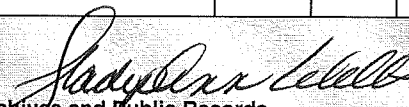


**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 1 of 1****ALL ARIZONA COMMUNITY COLLEGES**

Function:

**Public Information/Marketing**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	College/District advertising and promotional pieces (one example of each piece)				Perm	
2	Employee newsletter: a. Final printed edition (one copy) b. Original photos and negatives c. Articles (work copies)				Perm 5 1	After calendar year taken After calendar year written
3	Press releases				2	After calendar year written
4	TV and radio commercials (recordings)				Perm	Re-write and migrate as needed to preserve
5	Clipping file (articles from various sources about the district or college)				Perm	
						Supersedes Schedule Dated: April 26, 2000
Approved by: <b>X Gladys Ann Wells</b>  Director, Arizona State Library, Archives and Public Records						Approval Date: NOV 15 2002

October 2002